

## CIVIL AIR PATROL PROPERTY REGULATION

CAPR 67-1, 15 November 2005, is supplemented as follows:

2-20. Reasonable efforts to recover property from individuals who terminate membership with CAP or transfer to another wing include: contact the individual by phone, email, or letter, and ask for the return of CAP property within 10 days. Document this contact. If the property is not returned within 10 days, the unit commander will send a certified letter, with return receipt requested, to the individual's address of record, specifying the CAP property to be returned, referencing the previous contact and deadline, and requiring the return of the item(s) within 7 days. Keep copies of the letter and mail receipt. Should the property still not be returned, forward copies of all documentation to the wing commander, who will contact the wing legal officer to coordinate with appropriate law enforcement personnel.

2-13. Non-expendable items that do not have a manufacturers serial number will be assigned a unique serial number by the Oklahoma Wing LG or LGS. This serial number will be initials OK, followed by two-digit day, month, year, and then sequential letters if multiple items are assigned serial numbers on the same day. For example: OK271105a, OK271105b, etc. Do not issue more than 26 serial numbers in a single day. Document this serial number in CATS and securely affix or inscribe the serial number on the property.

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